

Southside Housing Association – Allocations Policy



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APPENDIX 1: ALLOCATIONS POLICY: POINTS SYSTEM

Southside Housing Association (SHA) uses a points system to assess all social housing applications, with the exception of the following:

- **People who have been assessed by the Glasgow City Council as homeless and who are referred to us by the Council for settled accommodation.**

If you are in this situation, you will not receive points. Instead, you will receive an offer of housing under the procedures set down in the law and in our agreement with the City Council. This helps make sure that homeless people receive high priority when SHA is letting houses. Referrals from the Council are dealt with in date order.

- **Applicants who have been referred to the Association** from specialist agencies or projects that provide help and support to individuals in housing need or national mobility schemes to help people to move around the country for a variety of reasons, for example to get work.

All other offers are based on the number of points you have, as described in SHA's Allocations Policy, and in our Annual Lettings Plan which sets targets for the percentage of lets we expect to make to different categories of housing applicant (for example, external applicants on the housing list and people who are already SHA tenants who need a move).

If two or more people have the same number of points, the person who has been in housing need for longest will receive the offer. This is measured according to the date that the various applicants first received housing needs points from SHA.

POINTS CATEGORY 1 – CLEARANCE	POINTS
<p>1) You live in an SHA Clearance Area</p> <p>Points are available if:</p>	
<ul style="list-style-type: none"> You are an SHA tenant who needs to move because your home is subject to major refurbishment, clearance and/or demolition, or 	105 points
<ul style="list-style-type: none"> You have been a private tenant/owner and SHA has acquired the property, you now need to be moved as a priority to allow improvement works to take place. 	105 points
<ul style="list-style-type: none"> Owner occupiers who are affected by Clearance, will be placed on this queue but with 0 points, so that tenants requiring re-housing are prioritised. 	0 points
<p>Guidance</p> <p>Applicants in this category will be placed in a separate Clearance Area queue and will have absolute priority under the Allocations Policy</p>	

POINTS CATEGORY 2 – INSECURE ACCOMMODATION	POINTS
<p>2) Your accommodation is not secure.</p> <p>Points are available if your circumstances relate to one of the categories below:</p>	
<ul style="list-style-type: none"> You are living care of friends or relatives or in temporary accommodation provided by an agency or GCC 	45 points
<ul style="list-style-type: none"> You are an owner occupier who is having to sell your home, or you cannot reasonably occupy a home that you own. 	30 points

<ul style="list-style-type: none"> You are a private sector tenant who requires rehousing due to affordability/threat of eviction and have provided validation/referral from the PRS prevention team following an Income & Expenditure Assessment. 	30 points
<ul style="list-style-type: none"> You are tenant of SHA, or you are the partner of a tenant and are resident in the SHA property with your partner, and are seeking to separate because of a relationship breakdown 	45 points

Guidance

Points can be awarded for one factor only (i.e. maximum number of points in this category is 45 points).

If you are a home owner, you will be considered for points if your home is located in the UK and is your sole residence. We will not award points if you also own any other residential property that you could reasonably occupy.

We may ask you to provide evidence that your property is on the market to be sold, or that you cannot reasonably occupy your home due to the reasons specified in the Housing Scotland (Act) 2014 (such as the property is unsafe or you would be at risk of abuse if you were to occupy the property you own).

Where applicants who are not SHA tenants report that they are living in a SHA property, we will check whether they have requested permission to reside there; if they have not done so, or if they have not been resident for more than 12 months, we will not allocate points beyond the 45 awarded for lack of security. Applicants in this situation will be advised to contact the local homeless casework team or to seek advice as appropriate.

POINTS CATEGORY 3 – POOR HOUSING CONDITIONS	POINTS
<p>3) Your home is in poor condition or lacks facilities.</p> <p>Points are available if your present home:</p>	
<ul style="list-style-type: none"> Lacks basic facilities – kitchen, bath/shower, inside toilet and no central heating or instant hot water. 	20 points

<ul style="list-style-type: none"> Has been declared to be in a severe state of disrepair by the relevant local authority 	30 points
<p>Guidance</p> <p>Points will be awarded for each of the factors that apply.</p> <p>Points will be awarded initially without inspection by SHA of your present accommodation.</p> <p>We may check property conditions prior to an offer being made and may remove or reduce the points awarded if the problems have been remedied when we carry out a home visit prior to offer stage.</p>	

POINTS CATEGORY 4 – SHARING FACILITIES	POINTS
<p>4) You are sharing facilities with another household.</p> <p>Points are available if:</p>	
<ul style="list-style-type: none"> You have a tenancy however you are sharing facilities (kitchen, bathroom etc.) with at least one other household who are not going to be part of your household when you move 	20 points

POINTS CATEGORY 5 – OVERCROWDING / UNDER-OCCUPANCY	POINTS
<p>5) Your home is too big or too small for all of the people living in it.</p> <p>Points are available if:</p>	
<ul style="list-style-type: none"> Your home does not have enough bedrooms for the people living in it (as per the guidance below). 	15 points for each bedroom needed

<ul style="list-style-type: none"> • Your home is too big for the people living in it and you are a tenant of a social landlord living in a 4apt or 5 apt property. 	<p>15 points for each surplus bedroom</p>
<p>Guidance</p> <p>SHA uses the following standard rules to calculate the number of rooms needed for all of the people who would be rehoused as part of a housing application:</p> <p>Each household should have a living room that is not used for sleeping in, PLUS:</p> <ul style="list-style-type: none"> • 1 bedroom for single adults aged 16 or over; single parents; and couples/partners • 1 bedroom for single children under 16 years of age • 1 bedroom for each 2 children of same sex under 16 years of age, after which each child over 16 years of age should have 1 bedroom each (where the age gap is 10yrs or more between 2 children then they should also have their own room) • 1 bedroom for each 2 children of mixed sex under 10 years of age • 1 bedroom for each child of mixed sex over 10 years of age • No more than two people should share a bedroom • No more than one person should occupy a single bedroom <p>We make a number of exceptions to the standard house size rules, and may consider an applicant for an extra bedroom in cases such as:</p> <ul style="list-style-type: none"> • Someone who has additional support needs which require an extra bedroom, for example, to accommodate a live-in carer or an additional room for medical equipment etc. • Persons who cannot share a bedroom due to a medical condition • If an applicant is expecting a child they will be placed on the housing list for the size of house they will need after the birth having presented the appropriate certification • People who have been allocated a bedsit property can reapply for a 2 apartment property and will be on the aspirational transfer list unless their household circumstances change. • Parents who have overnight or weekend access to children who do not live with them. 	

Full details are provided in Section 8 of the Allocations Policy.

POINTS CATEGORY 6 – HEALTH & MOBILITY	POINTS
6) Points are available if you, or someone who is part of the household you will be moving with, has a health or physical disability that would be alleviated by rehousing:	
<ul style="list-style-type: none"> ○ Wheelchair housing - If you urgently require a wheelchair adapted property 	50 points
<ul style="list-style-type: none"> ○ Wheelchair housing - If you currently do not require a wheelchair, but have a condition which is likely to result in you requiring a wheelchair to meet your future needs 	25 points
<ul style="list-style-type: none"> ○ Present accommodation is on or above first floor, and ground floor/level access accommodation only is needed 	30 points

Guidance

The main aim of the points system is to address situations where there is a **direct connection between an applicant’s physical mobility, and how rehousing would help this**. Therefore we do not give priority based on the type of health problem, instead we consider whether a move would alleviate the problems resulting from the health or mobility issue.

Examples of the type of need the points system is designed to meet include:

- A person is housebound or virtually unable to leave their home unassisted - for example because of the floor level of their home
- A person is living in hospital or away from home and cannot return to their home because their accommodation is unsuitable.
- A person has serious mobility problems, and their current housing is not suitable. This could be due to the floor level/number of stairs to the property, internal stairs, location of the property (e.g. up a hill or isolated location) or where the property cannot be adapted for their needs.

If more than one member of your household has needs relating to health or mobility, we will assess the needs of everyone affected. The points awarded will be matched to the highest level of need of those affected, therefore only one award will be made.

If you receive points in this category, you will only be offered accommodation that is suitable for your needs, i.e. ground floor accommodation, amenity housing, or housing that has a lift available. Wheelchair users will only be allocated appropriate properties.

If you or someone you will be moving with uses a wheelchair we will award you 50 points. If you or someone within your household will need to use a wheelchair in future, we will award 25 points and place the application on our list for wheelchair housing.

We may ask for information about any mobility or health needs while assessing applications for rehousing, for example we may ask you to complete a medical self-assessment form or to provide a letter from an occupational therapist, medical practitioner, social worker or other professional that clearly states the nature of your condition and the impact that your current living circumstances are having on this.

The guidance we have provided is not exhaustive. We will assess each case individually, taking account of the impact that rehousing would have on the mobility or health conditions that are involved.

POINTS CATEGORY 7 – HARASSMENT AND ABUSE	POINTS
<p>7) You need to move for reasons around harassment, abuse or hate crime</p> <p>Points are available if:</p>	
<ul style="list-style-type: none"> ● You are experiencing domestic abuse and need to be rehoused as a matter of urgency 	110 points
<ul style="list-style-type: none"> ● You, or someone who will be moving with you, are being subjected to severe harassment, hate crimes or abuse and need to be rehoused as a matter of emergency 	110 points
<p>Guidance</p> <p>Harassment</p> <p>Harassment may involve:</p>	

- Intimidating, threatening or aggressive behaviour towards the victim(s) which is verbal and/or physical
- Attacks on property as well as people
- Targeting victims because of their race, sexual orientation, disability, gender status etc. – although this may not always be the case.

Points are awarded where the harassment being experienced is severe and the victim or their family is in a potentially life-threatening situation. In such cases, rehousing in a different neighbourhood would be the most likely outcome.

With the victim's consent, we may ask the Police, Social Work or other agencies to confirm any involvement they have had and the risks the victim is exposed to. However, verification from other agencies will not be a pre-condition of awarding points for harassment and we will make sure we manage each case in a sensitive manner.

We will generally make one reasonable and suitable offer. If this is refused without reasonable cause, we will withdraw the 110 points.

Applications awarded 110 points under this category will have their points reviewed every 6 months.

Domestic Abuse

Points are offered to those who are experiencing domestic abuse.

With the victim's consent, we may ask the Police, Social Work, or other agencies such as Women's Aid to confirm any involvement they have had and the risks the victim is exposed to. However, verification from other agencies will not be a pre-condition of awarding points for domestic abuse and we will make sure we manage each case in a sensitive manner.

We will generally make one suitable and reasonable offer, which if refused without reasonable cause will result in the points being removed from the application.